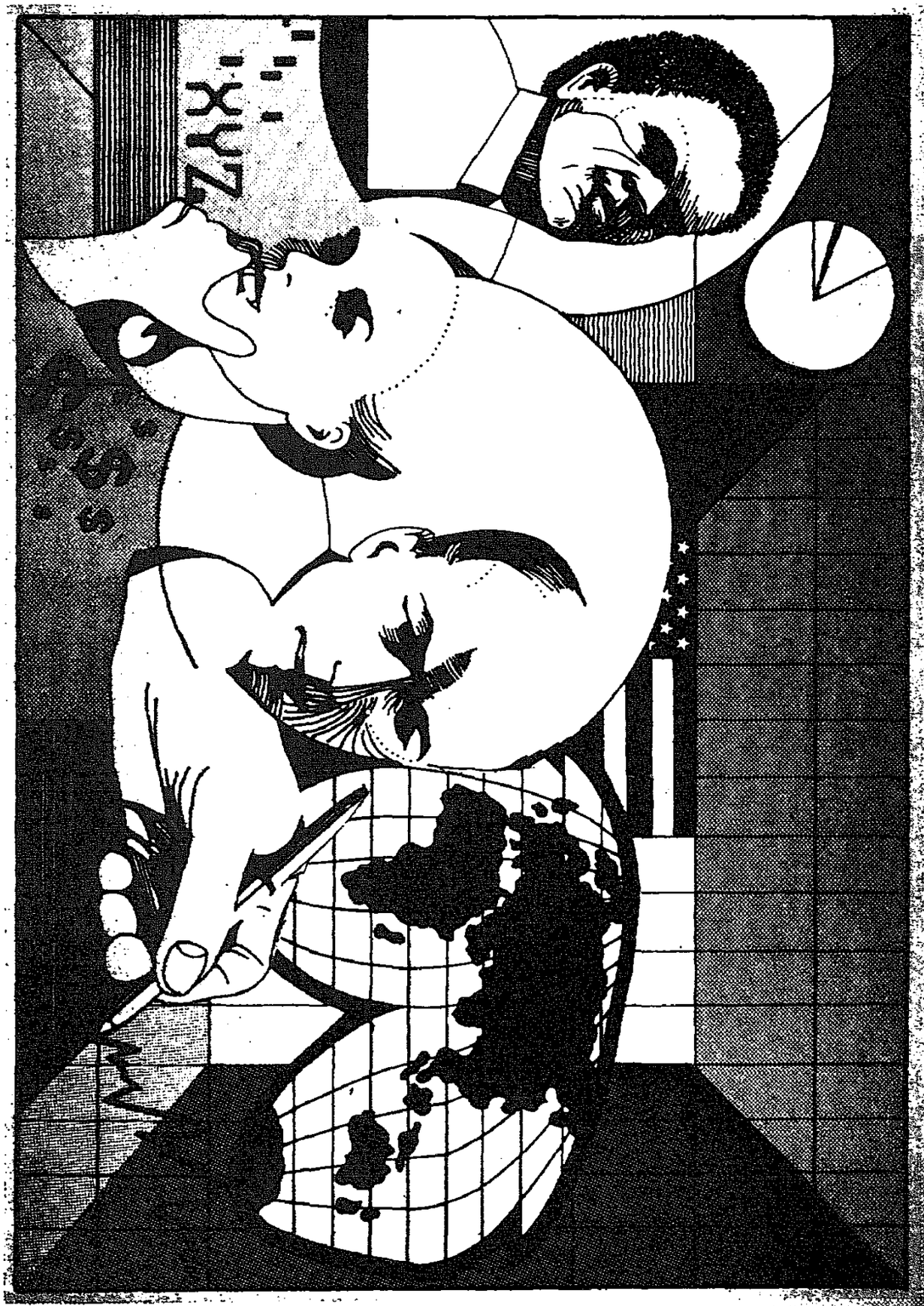

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nomics, history, international law and relations, labor, political science, area studies, technical studies, and related fields. Language training is not sponsored under this program.

Counselors are available at the Foreign Service Institute to assist personnel in planning a course of study in any of the fields mentioned. Overseas personnel may request assistance from a counselor by writing to the Extension Studies Program, Foreign Service Institute, stating their interests and background.

INTERAGENCY TRAINING PROGRAMS

The Extension Studies Program handles the administrative arrangements for short-term training offered by other government agencies such as the Office of Personnel Management, General Services Administration, Department of Defense and others, as well as by private institutions such as the U.S. Department of Agriculture Graduate School.

Numerous courses are offered in the fields of executive management, middle management, supervision, financial management, management analysis, personnel management, and other specialized programs. Periodic announcements of these courses are circulated to all bureau training officers.

Applications for interagency training courses should be submitted to the Foreign Service Institute through the bureau executive director on form DS-755 at least two weeks prior to the agency deadline. Where an agency has its own special application form (i.e. Optional Form 170 or SF-182 for the Office of Personnel Management and General Services Administration courses), it must accompany the form DS-755.

AFTER-HOURS STUDY IN THE UNITED STATES

Under this program, employees may apply for FSI sponsorship of evening courses offered by universities located near their post of assignment. In the Washington area, courses may be taken at American University, Catholic University, Georgetown University, George Washington University, Howard University, Johns Hopkins University, Southeastern University, University of Maryland, Montgomery College, University of the District of Columbia, Strayer College, University of Virginia, George Mason University, Northern Virginia Community College, the U.S. Department of Agriculture Graduate School, etc.

approved courses. Normally only one course per employee per term will be approved. Textbooks and registration fees for evening courses are paid for by the student.

All courses must be taken for credit where a credit system exists, and a passing grade must be obtained.

Students who withdraw from courses for other than officially approved reasons, who fail to complete the course satisfactorily, or who voluntarily terminate their employment before completing the course, or immediately thereafter are required to pay the cost of the course.

Application for sponsorship forms are available in each Bureau Executive Office and in the Registrar's Office of the Foreign Service Institute. Applicants are responsible for finding out the university requirements for admission and registration and for meeting these requirements.

All applications for FSI sponsorship must be received at the Foreign Service Institute no later than three weeks prior to the university semester registration dates. Each applicant will be advised by FSI of the action taken on his/her request.

AFTER-HOURS STUDY OVERSEAS

Under this program, personnel serving overseas may take courses at American universities with extension divisions abroad, (such as American University, University of Maryland, and Johns Hopkins University), as well as at local non-American universities where suitable facilities are available (such as the Universities of London, Paris, and Mexico). Evening courses at local non-American universities offer special opportunities to gain increased familiarity with the local language and student groups, as well as useful insight into customs and traditions of the country of assignment.

Applications from overseas personnel on Form DS-1131, Field Training Application, are to be approved by the employee's supervisor and by the principal or administrative officer of the post, before being forwarded to FSI, under cover of a Memorandum, Subject: FOREIGN SERVICE INSTITUTE: Field Training: Extension Study. Applications should reach the Department at least one month prior to the registration dates of the university at which the course is to be taken. The post will be advised promptly of action taken on applications, and funds for approved applications will be authorized to the post before the course begins. Applications which are not received in the Department in time to permit authorization of funds to the post prior to the university registration dates will not be considered.

their educational background, and in the case of national employees, command of English are adequate to assure their ability to pursue successfully the course of study.

2. Students may take job-related courses which will increase their usefulness to the Department or they may take courses to broaden their backgrounds in career-related fields to help them qualify for advancement to positions for which they show potential and which are approved as part of the employee's individual career development plans. Courses in English, mathmatics, supervision and management are recommended for staff level personnel as well as courses in economics, political science, history and related fields. Accounting courses will also be approved for those in or with indicated potential for budget and fiscal work. Personnel may write to the Extension Studies Program, Office of the Registrar, Foreign Service Institute for information on correspondence courses offered by American colleges, universities and other approved institutions. If applicants are unfamiliar with what courses are available, they may request guidance from the Institute in selecting a correspondence course on a particular subject.

3. To the extent funds permit, job and/or career-related courses will be approved for officers and staff-level personnel. Only job-related courses will be approved for national employees. Employees will normally be permitted to take only one approved course at a time.

4. All correspondence courses must be approved by the Foreign Service Institute prior to enrollment so that the money may be authorized in advance; however, the student will be responsible for paying for the tuition and book fees. When the course has been successfully completed, the student should send a record of his/her grade and a DS-1034 voucher with receipts for tuition and books to the Office of the Registrar, Foreign Service Institute. Upon receipt of this information, the Department will reimburse the student for the cost involved, except for the extension fee, provided approval was obtained prior to enrollment and the funds set aside for reimbursement.

5. Personnel who wish to take correspondence courses should complete form DS-1131 (Field Training Application) in duplicate in accordance with the instructions in Attachment I of 848 CA. Correspondence school applications should be submitted to the post administrative or senior personnel officer for review and accompanying statement as to whether the course is job or career-related, and on the value to the employee of the course and whether or not in his/her view the employee will be able to handle the additional work load. This application will then be forwarded to the Department by Memorandum, Subject: FOREIGN SERVICE INSTITUTE: Field Training; Extension Study through Correspondence. ALL employees should be familiar with the regulations stated on page 5 and Attachment II of CA-848 prior to requesting enrollment in a

for keeping records locally on all employees enrolled in correspondence courses. In the event of a transfer, the records should be forwarded to the administrative officer at the employee's next post. Post administrative officers should follow the progress of their employees closely and be sure that sponsors for national personnel give the necessary encouragement and assistance to insure successful completion of the course. If the designated sponsor is to be transferred to another post before the national has completed the course, he/she should select another American employee as course sponsor. Although completed lessons are normally returned directly to the student, it is recommended that posts instruct their employees to show each corrected lesson to their sponsor and/or the post administrative officer as soon as they are received from the school.

8. In the event of a transfer, students should take special measures to assure no delay in the continuation of their course. Textbooks should be either hand carried or air pouched to their next post of assignment.

9. All students will be requested to submit a course evaluation to the Department (FSI) as soon as they have completed their course.

INSTRUCTIONS FOR COMPLETION OF FORM DS-1131 FIELD TRAINING APPLICATION

The Department has made arrangements with most correspondence schools to accept form DS-1131 instead of the application for enrollment form normally required by the institution. For this reason, it is essential that all questions be answered accurately.

1. In the FROM block located in the upper right-hand side of the form should be typed the applicant's mailing address and the post, i.e. American Embassy, ABIDJAN.

2. Block No. 1 type last name first in CAPITAL LETTERS. If applicant is a foreign national, FOREIGN NATIONAL should be typed in capital letters after the name.

3. Block No. 3 should include a) Office or post, and b) Position title and grade.

4. Applications for all courses offered by military installations must include two addresses as follows: (Example)

MAILING ADDRESS: ABIDJAN, Department of State
Washington, D.C. 20520

THRU ADDRESS: c/o Administrative Officer, ABIDJAN
Department of State, Washington, D.C. 20520

rolled in a correspondence course unless the supervisor is satisfied that he/she has the language proficiency and capacity to complete the course.

7. If the application is by a national employee, the name of the American employee designated to sponsor his work should be typed on the line so designated in block No. 17.

8. The post administrative officer or senior personnel officer should sign and date the form on the line designated in block 17.

9. The original of form DS-1131 Field Training Application for all correspondence courses offered by the following military schools is to be mailed directly to the Foreign Service Institute. The Institute will forward applications to the schools as appropriate.

Mailing addresses of military schools:

Center for Continuing Education
U.S. Naval War College
Newport, Rhode Island 02840

Department of Non-Resident Instruction
Correspondence Operations Branch
Industrial College of the Armed Forces
Fort Lesley J. McNair
Washington, D.C. 20319

U.S. Army Institute for Professional Development
U.S. Army Training Support Center
Newport News, Virginia 23625

Registrar Branch
Extension Course Institute
Gunter AFB, Alabama 36118

REGULATIONS FOR STUDENTS ENROLLED IN CORRESPONDENCE STUDY COURSES

(These regulations do not apply to students enrolled in courses offered by military institutions.)

GRADES

All courses must be taken for credit where a credit system exists, and a passing grade of "C" (or its equivalent) or above must be received. You are responsible for sending an official record of your grade and a completed voucher form SF 1034 with paid receipts (or cancelled check) for tuition and required textbook(s) to the Extension Studies Program, Office of the Registrar,

Foreign Service Institute.

EXTENSIONS

Where extensions are permitted, students should send requests for extension directly to the institution concerned, with an information copy to the post administrative officer and the Foreign Service Institute.

WITHDRAWAL

If a student finds that the course requested is not what he/she wants after receipt of course materials, the course materials should be returned immediately to the institution via air pouch with a request for withdrawal.

In most cases the employee will receive a full refund for the cost of the course, if withdrawals are made within one month of the receipt of the course materials. If a student withdraws after the one-month grace period, he/she will be required to pay the full cost of the course.

CHANGE OF POST

The Foreign Service Institute and the correspondence school should be notified of all changes in post of assignment. To minimize delay in submission of lessons, employees who are transferred to a new post should take the course materials with them or be sure that the materials are forwarded to their next post via air pouch.

REPORT ON PROGRESS

It is requested that each student give progress reports to the post administrative or personnel officer every four months or as instructed by the post.

EVALUATION OF COURSE

Upon completion of the course, each student is required to submit an evaluation in duplicate on forms provided by the Foreign Service Institute. The original of the evaluation should be sent to the Extension Studies Program, Office of the Registrar, Foreign Service Institute, with a copy to the post administrative officer.

CERTIFICATES

Certificates of completion will be prepared at FSI and sent to all Foreign National employees. All other employees wishing to receive a certificate of completion from FSI should write to the Office of the Registrar, FSI, requesting that a certificate be sent to them.

1. University of California, Berkeley, California
2. U.S. Department of Agriculture Graduate School
*3. U.S. Department of Commerce
4. U.S. Naval War College
5. Industrial College of the Armed Forces
6. U.S. Army Correspondence Course Program
7. University of Nebraska
8. University of Wisconsin
9. Ball State University
10. University of Mississippi
11. University of South Carolina
12. University of Minnesota
13. Oklahoma State University
14. Extension Course Institute, Air University, Gunter Air Force Base

Each course listing will include the following information in the order listed below:

1. School Code (sc) 1 through 15
2. No. of Lessons (L) in the course
3. No. of Credits (cr) in the course
**4. Cost of Tuition (includes cost of textbooks)
5. Time limit for completion
6. Approximate No. of Study Hours required for completion (if stated by school)

* See A0791 dated March 14, 1979 for enrollment procedure.

** Costs subject to change.

journals, ledgers, income determination, interest, taxes, dividends, merchandising, adjusting entries, work sheets, financial statements, closing entries, cash flow and consolidated statements. The course is an introduction to the identification, measurement, and reporting of the financial effects of economic events on enterprises.

X2 Introduction to Accounting II - 1. sc-1; 2. L-15; 3. 5 cr; 4. $174.90; 5. 1 year

Further study of various accounting areas; a comprehensive elementary treatment of the field of accounting. Cost accounting and other managerial accounting methods, including special problems of corporations, responsibility accounting, general and capital budgeting, special cost analysis, and computers and decision models. PREREQUISITE: Business XB1 or equivalent.

XB125 - Administrative Accounting - 1. sc-1; 2. L- ; 3. 4 cr.; 4. $139.95; 5. 1 year

Introduction to accounting and its uses in analyzing, planning, and controlling the operations of organizations of all types. For students who wish to acquire a broad understanding of accounting rather than for those who intend to specialize. (Not open for credit to students with credit for XB1 or X2 or equivalent.)

C-ACCT 101 - Principles of Accounting I - 1. sc-2; 2. L-12; 3. 4 cr; 4. $155.00 5. 1 year

This course is specifically designed to serve the needs of students whose career objectives require less than a full year of accounting. It teaches the elementary principles of accounting for a sole proprietorship through problems and practice in journalizing, posting, preparing general and subsidiary ledgers, closing entries, and financial statements.

C-ACCT 102 - Principles of Accounting II - 1 sc-2; 2. L-12; 3. 4 cr; 4. $155.00 5. 1 year

Covers the more advanced principles such as departmental accounting, partnership accountig, branch and home office accounting, corporate accounting, manufacturing and cost accounting, financial budgeting, internal reports, financial statement analysis, and basic concepts of automation. PREREQUISITE: Principles of Accounting I or equivalent.

C-ACCT 201 - Intermediate Accounting I - 1 sc-2; 2. L-13; 3. 4.5 cr; 4. $177.00 5. 1 year

ledgers, and cost ledgers. Accounting for funding, processes - appropriation, apportionment, allotment, obligation, disbursement, and reimbursement. Transfer appropriation, accounts-consolidated, and working fund advances. PREREQUISITES: Principles of Accounting I and II or the equivalent.

C-ACCT 261 - Federal Government Accounting II - 1. sc-2; 2. L-11; 3. 3 cr 4. $120.00; 5. 1 year

Inventory and property accounting. Reimbursable operations financed by revolving funds. Advanced principles of accrual accounting. Reporting of accrued expenditures and accrued revenues. Preparation of financial reports. Accounting in decentralized operation. Accrued cost accounting for areas of program responsibility, relationship to cost-based budgeting, and support for planning-programming-budgeting system. Year end closing; Accounting for lapsed appropriations. PREREQUISITES: Principles of Accounting I and II, and Federal Government Accounting I, or the equivalent.

Financial Management

C-FINC 120 - Federal Budgetary Procedure: Formulation and Presentation
1. sc-2; 2. L-1; 3. 3 cr; 4. new course, cost not available; 5. 1 year

Designed for the student interested in entering budget work, those already in budget work, or others in related fields. Basic legal and institutional framework, concepts, procedures, and practices involved in preparation of budget estimates, justifications, and supplementary materials. Emphasis on budget procedures at bureau or small agency level. Preparation of budget estimate for hypothetical government. PREREQUISITE: Familiarity with basic concepts and terminology used in fiscal, accounting, or other financial operations of the Federal Government.

C-FINC 121 - Federal Budgetary Procedure: Execution and Fund Control
1. sc-2; 2. L-1; 3. 3 cr; 4. New course, cost not available; 5. 1 year

Designed for the student interested in entering budget work, those already in budget work, or others in related fields. Systems of administrative control under the Antideficiency Act. Allotments, apportionments, review of progress in relation to financial plans, related reports, and other aspects of budgetary control over appropriations and funds. Problems and discussion illustrative of various steps of budget execution process at bureau or small agency level. Review of basic laws, regulations, concepts, and terminology involved. PREREQUISITE: Familiarity with basic concepts and terminology used in fiscal, accounting, or other financial operations of the Federal Government.

preparation for this kind of position. Study and application of the basic principles of supervision. The first lesson deals with orientation of the student to the course and what is expected of him. The written assignment includes a study plan for the course. Other lessons cover subjects of major importance to supervisors, including communications, motivation, supervisory principles and techniques, training, participation, work improvement, planning, organizing, and scheduling. The final lesson provides opportunities for the student to review and evaluate the course.

C-SADM 202 - Success-Oriented Supervision - 1. sc-2; 2. L-11; 3. 4 cr; 4. $133.00; 5. 1 year

Success-Oriented Supervision is a self-instructional training program that was designed so that the participant has all the information, answers, and activities that are needed in a single package. Success-Oriented Supervision follows the format of programmed learning. Each content area is complete in itself and that seems preferable. Within each module, the data have been arranged into natural groupings with break points. Thus, the participant can work at his own pace without feeling compelled to go through the whole module in one sitting.

Success-Oriented Supervision is designed to help the participant establish his supervisory responsibilities; identify and describe the concepts of management and leadership; describe own barriers and styles of communication process in management; identify and develop his personal skills in communication; identify and describe human behavior and the conditions necessary for motivating people; use a systematic problem-solving and decision-making model; implement a work planning and review system; write out an appraisal and counseling interview; identify the basic concepts and practices involved in: adverse actions, incentive awards, equal employment opportunity, labor-management relations, position classification, as applied in a Federal Government department.

C-MGMT 001 - Work Objectives-Their Development & Use - 1. sc-2; 2. L-3; 3. 1.5 cr; 4. $50.00; 5. 1 year

A concentrated short course to help administrators and supervisors measure and evaluate job performance. It consists of reading assignments in a programmed textbook on developing objectives and practical exercises based on case materials provided with the course and on students' work situations. Successful completion of the course enables the student to write clear and concise objectives in the first stage of program planning; describe some of the precise methods of relating job performance to specific goals; and apply principles of bahavioral sciences to work measurement and evaluation.

C-PER 130 - Federal Personnel Procedures - 1. sc-2; 2. L-16; 3. 3 cr; 4. $89.00

leader in developing his or her own dynamics and functional roles is related to organization, culture, technology and structure and is examined in light of change processes that affect the organization.

X490.5 - Manager's Guide to Human Behavior - 1. sc-1; 2. L-10; 3. 3 cr; 4. $136.45; 5. 1 year

Practical understanding of human behavior with examples drawn from everyday life. Topics include the structure and dynamics of work groups; management applications of psychoanalytic, learning, motivation, and leadership theories; transactional analysis in a business environment; self-esteem and relations with others; improving relationships through performance review.

X492.9 - Office Management and Control - 1. sc-1; 2. L-15; 3. 4 cr; 4. $144.95 5. 1 year

Role of information management systems design and improvement; office work simplification; forms, records, letters, and reports; planning for data processing, automation, records management, and space utilization; controlling of office standards, time-use, quality and quantity of production; cost and budgets; organizing and organizational relationships; selecting training, and supervising office employees.

XL 150 - Elements of Industrial Relations (Personnel Management) - 1. sc-1; 2. L-20; 3. 4 cr; 4. $133.95; 5. 1 y

Principles, methods and procedures related to the effective utilization of human resources in organizations. The nature of management; human factors; job analysis; recruitment and selection; testing and placement; labor turnover transfer and promotion. Employee and executive training; stimulation of interest; health; accident prevention, environment; minority groups; services; employee representation; collective bargaining; public policy; remuneration an security; assessment and research.

X 541.9 - Labor Relations - 1. sc-1; 2. L-20; 3. 4 cr; 4. $144.95; 5. 1 year

Fundamentals of union-management relations. The nature of union and managemen power negotiating union-management agreements, administration of the contract, grievance procedure, arbitration, historical aspects, and the public interest.

350 - Public Administration - 1. sc-9; 2. L-13; 3. 4 cr; 4. $133.90; 5. 1 year

Organization, personnel, and functions of various agencies of administration - national, state, and local. 13 assignments and a final examination; 8 prerecorded cassette tapes. PREREQUISITE: 130 - American National Government

451 - Administrative Organization and Management in Government
1. sc-9; 2. L-12; 3. 4 cr; 4. $141.90; 5. 1 year

Administrative organizations as going concerns composed of people taking action under conditions of conflict and cooperation: examination of nature and role of administrative organization and management, growth and impact on government of the scientific management movement, formal and informal organization of administrative authority, operational problems and processes, and criteria for evaluation of administration. PREREQUISITES: POLS 350 or permission of the department chairman.

104X - Contemporary Foreign Governments and Their Problems - 1. sc-7; 2. L-1; 3. 3 cr; 4. $98.25; 5. 1 yr

A description and analysis of the principal types of modern political systems, including types of democarcies and dictatorships found in Western systems, Eastern systems, and the Third World. Occasional comparison will be made with American institutions and political processes. The course will deal both with structures and major policy problems confronting these political systems: the politics of education, human rights, demands for regional autonomy, ethnic conflict and diversity, political violence, demand for welfare services, crises in agriculture, and other topics of relevance.

2013 - American Government - 1. sc-13; 2. L-15; 3. 3 cr; 4. $142.15; 5. 1 year

A survey of the institutions of the national government and the processes and functions taking place at the national level. Emphasis on the practical aspects of decision-making and their implications on American society.

4013 - American Foreign Policy - 1. sc-13; 2. L-26; 3. 3 cr; 4. $136.85; 5. 1 year

Fundamentals of the formulation and execution of American foreign policies and consideration of particular policies toward major regions of the world.

233 - Organization and Management - 1. sc-8; 2. L-15; 3. 3 cr; 4. $111.50; 5. 1 year

An introduction to organizational theory and organizational behavior: descrip-

on individual and small group behavior in organizations; topics include bases of individual behavior, job attitudes, individual decision-making, group formation and development, social influence, group decision-making and problem solving, intergroup relations, leadership in organizations, organizational change and behavior. PREREQUISITE: Course in management principles or consent of instructor.

C351 - Secretarial Procedures and Administration - 1. sc-10; 2. L-20; 3. 3 cr; 4. $105.69; 5. 1 year

Work of the secretary and office manager; problem studies.

C372 - Business Reports - 1. sc-10; 2. L-20; 3. 3 cr; 4. $99.95; 5. 1 year

Periodic and special business reports; corporation annual reports; statistical progress reports; accounting reports; emphasis on collection, presentation, and interpretation of data.

C561 - Administrative Practices and Procedures - 1. sc-10; 2. L-20; 3. 3 cr; 4. $103.68; 5. 1 year

Problems of the office executive: planning, organizing, controlling, and actuating for the most effective use of resources to meet administrative problems relevant to information management.

C572 - Public Personnel Administration - 1. sc-11; 2. L-10; 3. 3 cr; 4. $97.05; 5. 1 year

Fundamental principles of personnel organization and administration, including an analysis of personnel techniques.

COMMERCE (For Foreign Service National Commercial Specialists)

Correspondence Course for FSN Commercial Specialists - 1. sc-3; 2. L-8; 3. no cr; 4. no chg.; 5. 1 year

Designed to acquaint and instruct Foreign Service National employees with the basic commercial functions they are likely to be performing. It is a learn-by-doing program with each lesson involving the completion of an examination, usually a project, e.g. the preparation of a World Traders Data Report, a Trade opportunity, an alert report on market conditions or developments, etc.

Lessons

1. Basic Concepts and Use of the SIC Classification System

5. Handling Trade Letters and Trade Inquiries
6. Trade Complaint Service
7. Economic/Commercial Reporting
8. Handling Business Visitors

See CA-0791 dated March 14, 1979, for detailed instructions regarding enrollment in this course.

Communications

The following courses are recommended for communications and records officers and assistants, communications electronics officers (CEO), general services and maintenance personnel, and for other civilian employees of the Federal Government whose present or prospective duties require the knowledge provided by the courses. (See pages 17 and 18 Automatic Data Processing for courses recommended for C&R personnel.) Modern Supervisory Practice listed on page 10 is recommended for all C&R personnel.

3011 - Communications-Electronics Principles for the Communications-Electronics Staff Officer - 1. sc-14; 2. L-7; 3. no cr; 4. no chg; 5. 1 year; 6. 360 hours

Basic principles of Electronics, R-F Transmission, Wire Communications, Radar, Electronic Data, and C-E Power.

3014 - Military Communications - 1. sc-14; 2. L-3; 3. no cr; 4. no chg; 5. 1 yr 6. 135 hours

Content: History of Air Force communications, the Defense Communications Agency, operations control centers, the Defense Communications System (DCS), and National level communications systems. USAF Aeorspace Communications Complex (AIRCOM), communications relay center, Automatic Digital Network (AUTODIN), Automatic Voice Network (AUTOVON), communications satellites, and USAF weather communications. Air traffic control, support of air traffic control, terminal flight facilities, enroute flight facilities, and communications systems for air traffic control.

3030 - Fundamentals of Electricity - 1. sc-14; 2. L-3; 3. no cr; 4. no chg; 5. 1 year; 6. 114 hours

Fundamental concepts of direct-current and alternating-current electrical circuits; elementary concepts of electrical units; characteristic of sinusoidal and non-sinusoidal waves, and the transient action in circuits containing resistance and capacitance on inductance. Includes construction of the symbols for the basic electrical components, and how these components are used for elementary circuits.

Characteristics, capabilities, and theory of operation of solid state devices and their use in typical circuits; explain their function within these circuits.

3033 - Fundamentals of Radio Communication - 1. sc-14; 2. L-2; 3. no cr; 4. no chg; 5. 1 year; 6. 75 hours

Principles and methods of modulation, principles of transmission and reception of radio waves, principles and methods of detection, transmitter tuning and realignment, and test equipment.

3034 - Fundamentals of Transmission Lines and Antennas - 1. sc-14; 2. L-2; 3. no cr; 4. no chg; 5. 1 year; 6. 75 hrs

Properties of transmission lines, effects of standing waves; theory and application of resonant and nonresonant lines; line measurements, transmission of electrical energy, and the characteristics and applications of artificial transmission lines. Includes theory of electromagnetic radiation, propagation of ground waves and sky waves, fundamentals and theory of directional antennas.

3035 - Fundamentals of Electrical Generators, Motors, and Servomechanisms 1. sc-14; 2. L-1; 3. no cr; 4. no chg; 5. 1 year; 6. 36 hours

Theory and principles of operation of DC motors and generators; AC voltage generation by single-phase and split-phase alternators; two-phase, split-phase motors; servo-systems; synchros; DC and AC selsyns; Ward-Leonard drive; amplidyne drive; and servo-amplifiers.

307X0 - Telecommunications Systems Control Specialist (AFSC 30750) - 1. sc-14; 2. L-3; 3. no cr; 4. no chg; 5. 1 year; 6. 108 hours

USAF communications, composite communications systems, and systems control.

36251 - Telephone Switching Equipment Repairman, Electromechanical (AFSC 36251) 1. sc-14; 2. L-6; 3. no cr; 4. no chg; 5. 1 year; 6. 198 hours

Introduction to telephone switching systems, telephone switching system fundamentals, telephone stepping system, all-relay and crossbar telephone switching equipment, telephone switching center attendant's cabinet, trunking and power equipment, telephone switching center test equipment, trouble analysis and equipment repair.

363X0 - Communications and Relay Center Equipment Repairman, Electromechanical (AFSC 36350) - 1. sc-14; 2. L-4; 3. no cr; 4. no chg; 5. 1 year; 6. 186 hours

submitted to the instructor, plus a final open-book examination. Essentials of basic electrical theory: electrostatics, electromagnetics, resistance inductance, capacitance, direct and alternating current circuits, transformers, generators, motors, polyphase systems and connections, rectifiers, and essentials of electric wiring. PREREQUISITE: Basic Mathematics

C-ENGN 202 - Electric Transmission and Distribution - 1. sc-2; 2. L-16; 3. 3 cr; 4. $119.00; 5. 1 year

Introduction to principles and devices of getting electric energy from generating station to consumer. Reading assignments plus exercises and problems to be submitted to the instructor. Topics include the following: electrical theory; transmission terminal facilities; transmission lines; mechanical design, primary and secondary distribution systems, capacitors, transformers, and system protection; planning and load characteristics; auxiliary equipment. PREREQUISITES: High school mathematics through elementary trigonometry. A course in Basic Electricity or the equivalent.

C-ENGN 201 - Basic Electronics - 1. sc-2; 2. L-16; 3. 4.5 crs; 4. $137.00; 5. 1 year.

Introduction to the fundamentals of electronic devices and theory for non-technical and technical personnel. Reading assignments, exercises, and problems to be submitted to the instructor, plus a final open-book examination. Concerned with devices involving the emission, behavior, and effect of electrons in vacuums, gases, and semiconductors. Basic theory of: electron tubes, transistors, tuned circuits, power supplies, amplifiers, oscillators, modulation, demodulation, transmitters, transmission lines, receivers, antennas, propagation, and introduction to computers. PREREQUISITES: A course in Basic Electricity or the equivalent.

C-ENGN 203 - Electric Wiring - 1. sc-2; 2. L-18; 3. 3 cr; 4. $106.00; 5. 1 year

Technical and practical aspects of electrical wiring for apprentice electricians and others who need to be familiar with the code. Reading assignments, exercises, and problems to be submitted to the instructor for grading plus final open-book examinations. In the lessons, code sections are linked to visual examples. Electrical plans are included at key points to give the student practice in electrical blueprint reading and wiring for single and multi-family dwellings, commercial structures, industrial power installations, and special conditions. PREREQUISITES: High school mathematics; a course in Basic Electricity or the equivalent is desirable but not mandatory.

X462.5 - Systems & Procedures for Business Data Processing - 1. sc-1; 2. L-12; 3. 4 cr; 4. $139.95; 5. 1 year

Survey of system fundamentals and introduction to data processing equipment. Techniques for systems and data processig applications to business procedures such as accounts receivable, billing, disbursements, purchasing and receiving, and other functions. Problems providing practice in flowcharting business procedures and the flow of paperwork in commercial and industrial firms; design and layout of cards, forms, and reports for data processing applications. PREREQUISITE: Accounting background.

X6 - Introductory COBOL - 1. sc-1; 2. L- ; 3. 4 cr; 4. $199.95; 5. 1 year

Elements of COBOL (Common Business Oriented Language); the meaning of the entries of the four divisions of COBOL programs; composition of complete programs that will execute efficiently. Covers National Standard COBOL language elements. PREREQUISITE: prior knowledge of data processing techniques obtained either through professional experience or an introductory course in computer technology.

X114 - Introduction to Computer Programming: FORTRAN - 1. sc-1; 2. L-15; 3. 4 cr; 4. $124.90; 5. 1 year

Thorough study of FORTRAN, the programming language most commonly used in the solution of engineering and scientific problems. Digital computer problem-solving techniques. For an additional fee the student may prepare sample problems to be run on the CDC 6400 at the Computer Center on the Berkeley Campus. This option is strongly recommended. PREREQUISITE: two years of Algebra.

211 - Fundamentals of FORTRAN Programming - 1. sc-8; 2. L-18; 3. 2 cr; 4. $134.95; 5. 1 year

This course is designed to introduce you to programming a computer in the FORTRAN language. FORTRAN, although particularly suited to mathematical, scientific, and engineering problem solving, has useful applications in many fields and is one of the most widely known and used programming languages. You will also learn general concepts related to programming and computer uses which will make it much easier for you to learn the languages on your own and to apply computer programming knowledge to put computers to work for you. The programs you write for the course will be keypunched and then run on a computer and all results will be sent to you. PREREQUISITE: Intermediate mathematical preparation with trigonometry.

approaches), with prime emphasis on electronic digital computer data processing. Topics include the evolution and history of data processing, electronic digital computer data representation and arithmetic, equipment, applications software (program), systems development cycle (computer systems analysis), applications software (including a survey of COBOL, FORTRAN, PL/I, interpretive languages, etc.), and modes of processing (batch, real time, in-house, and teleprocessing).

C-COMP 102 - Introduction to Computer Programming - 1. sc-2; 2. L-10; 3. 3 cr; 4. new course, not available; 5. 1 year

Fundamentals of programming, stressing definition and description, solution design, and program development. Examination of systems software, survey of job control language, use of symbolic and high-level languages(COBOL, FORTRAN, PL/1, BASIC and RPG), and program documentation. Emphasizes tools such as flowcharting, pseudocode, HIPO and structured programming. Designed to provide a basis for specific programming language courses. PREREQUISITE: C-COMP 101, Basic Concepts of Data Processing or equivalent.

C-COMP 226 - Microcomputers - 1. sc-2; 2. L-10; 3. 3 cr; 4. new course not available; 5. 1 year

Microprocessors have revolutionized the computer world and microcomputers are appearing in increasing numbers in homes and offices. This course surveys microcomputers-what they are, how they are used, their internal structure, and our means of communicating with them. Topics to be covered includes assemblers, interpreters, compilers, operating systems and small computer applications. Several popular microcomputers will be compared. The emphasis is on business applications, not microcomputer design. No prerequisites.

SC 94 - Introduction to Computer Programming - 1. sc-6; 2. L-4; 3. no cr; 4. no chg; 5. 1 year

Study of the basic elements of programming for an automatic data processing system, including machine language programming, assembly and compiler language programming, and use of software.

SC 95 - Data Transmission - 1. sc-6; 2. L-2; 3. no cr; 4. no chg; 5. 1 year

Study of the relationship and application of data communications to automatic data processing systems.

SC 96 - ADP Systems Analysis - 1. sc-6; 2. L-5; 3. no cr; 4. no chg; 5. 1 year

Study of the various aspects of systems analysis to include the use of organi-

and forming public policy.

X 3 - Introduction to Macroeconomics - 1. sc-1; 2. L-15; 3. 5 cr; 4. $185.0
5. 1 year

Introduction to economic analysis and policy. The market economy; governme
and the economy; the determinants of national income and the level of emplo
ment; money and banking; economic fluctuations and growth.

XL 40 - Introduction to Statistical Methods - 1. sc-1; 2. L-15; 3. 4 cr;
4. $145.45; 5. 1 year

Elements of statistical analysis; descriptive statistics; theory of probabi
and basic sampling distributions; statistical inference and hypothesis test
introduction to correlation and regression. PREREQUISITE: XSB 1 or X3 or
XL100.

XL 100 - Economic Principles and Problems - 1. sc-1; 2. L-10; 3. 4 cr;
4. $106.95; 5. 1 year

Principles of economic analysis, economic institutions, and issues of econo
policy. Allocation of resources and distribution of income through the pri
system; aggregative economics, including money and banking, national income
and international trade. Satisfies the prerequisite to other upper divisio
courses in economics; not open to students with credit for a lower division
two-course sequence in elementary economics.

X 148 - Labor Economics and Labor Relations - 1. sc-1; 2. L-20; 3. 5 cr;
4. $157.95; 5. 1 year

The social and economic background of labor legislation and trade unionism;
factors influencing the determination of wages, hours, the level of employm
and productivity, etc; program and objectives of organized labor; economic
analysis of the effects of union policies and social legislation; governmen
and labor.

XL 190 - International Economics - 1. sc-1; 2. L-9; 3. 4 cr; 4. $139.95;
5. 1 year

International trade and finance. The nature and evolution of trade theory
the importance and means of balance of payments adjustment. Treatment is
analytical rather than institutional and descriptive, but with the emphasis
real problems and policy. PREREQUISITE: XL 100.

101. PREREQUISITE: High school graduation.

103 Principles of Economics - 1. sc-8; 2. L-15; 3. 3 cr; 4. $100.85; 5. 1 year

Macroeconomics: Includes a study of economic methods, national income, business fluctuations, unemployment and inflation, government monetary and fiscal policies, international trade and economic growth. (Students planning to major in economics and business or those who desire a basic one-year course in economics should enroll in Economics 103 and 104. Both are open to first-semester freshmen; either can be taken as first course in economics. However, Economics 103 may not be taken for credit by students who have had or are currently enrolled in Economics 101.)

104 Principles of Economics - 1. sc-8; 2. L-17; 3. 3 cr; 4. $100.85; 5. 1 year

(See general statement in description of Economics 103. Students who have taken Economics 101 are eligible to take Economics 104 for credit.) Micro-economics: Includes the economic behavior of individuals and firms, monopoly power and antitrust policy, distribution of income and wealth, poverty, and the role of government.

History

1483 American History from 1492 to 1865 - 1. sc-13; 2. L-16; 3. 3 cr; 4. $134.90; 5. 1 year

Introductory survey, from European background through Civil War.

1493 American History from 1865 to Present - 1. sc-13; 2. L-15; 3. 3 cr; 4. $135.45; 5. 1 year

May be taken independently of HIST 2483. Development of the United States including the growth of industry and its impact on society and foreign affairs.

634 American Foreign Relations, 1901 to Present - 1. sc-7; 2. L-24; 3. 3 cr; 4. $118.50; 5. 1 year

Course examines the goals and interests which have shaped American foreign policy as well as the problems and opportunities which have confronted American policy makers. To understand our current commitments throughout the world, one must understand the development of American foreign relations in the 20th century.

large and small number.

C-MATH 201 College Algebra I - 1. sc-2; 2. L-16; 3. 3 cr; 4. $109.00; 5. 1 year

Review of elementary algebra and exposition of the following topics: fundamental operations; factoring and fractions; exponents and radicals; functions and their graphs; equations and their solutions; systems of linear equations; quadratic equations; systems of equations involving quadratics; ratio, proportion, and variation; progressions; mathematical induction and the binomial theorm; inequalities and their solutions. Includes reading assignments, exercises, and problems to be submitted to the instructor, plus a final open-book examination.

C-MATH 202 College Algebra II - 1. sc-2; 2. L-16; 3. 3 cr; 4. $109.00; 5. 1 yr

Exposition of the following topics: complex numbers; theory of equations; logarithms; partial fractions; determinants; least square solution of linear equations; fundamental operations with vectors and matrices; infinite series; permutations, combinations, and probability. Includes reading assignments, exercises, and problems to be submitted to the instructor, plus a final open-book examination. PREREQUISITES: College Algebra I or the equivalent.

C-STAT 301 Elements of Statistics - 1. sc-2; 2. L-16; 3. 3 cr; 4. $115.00; 5. 1 year

A beginning course for those who need familiarity with at least the language and fundamental concepts of statistics to broaden their competence in their chosen field and those who need the background for more advanced courses in statistics. Practical exercises and problems to help the student apply statistical procedures and principles. Coursework includes: summarization, representation, and analysis of observable data; basic statistical concepts; frequency distributions; elements of statistical inference; chi-square; introduction to estimation, tests of hypotheses, regression, correlation, and the analysis of variance, and nonparametric methods. Emphasis is on underlying concepts and logic of statistical methods, as well as computational techniques.

Procurement

C-PRPM 108 Introduction to Procurement and Contracting - 1. sc-2; 2. L-16; 3. 3cr; 4. $109.00; 5. 1 year

Introduction to Federal Procurement. The course covers the background, organization, and general concepts of the Federal system; formally advertised acquisitions; negotiated acquisitions; small purchase procedures; and the ethical and professional trends of Federal procedures for the future. The student will be sufficiently conversant with the general concepts, policies, and procedures of Federal procurement to understand the basic requirements of the

course highlights acquisitions of over $20,000, the supportive role of the General Services Administration in Federal acquisitions will be examined.

The role of other offices will also be explained: the Office of Management and Budget, the Office of Federal Procurement Policy, the Federal Acquisitions Institute, and the Small Business Administration.

Federal grant programs will be explained from the perspective of the procurement office, and the relationship between this office, and the relationship between this office and other elements of the agency in providing procurement support will be discussed.

The use of automated data processing in managing Federal procurements will also be presented, systems and equipment now in use will be described and evaluated.

Through lecture, case studies and practical exercises, participants will: cover all phases of the procurement process, identification of needs, award of contract, contract administration, specifications and standards, quality control and inspection, and coordination with other officials and organizations involved in the procurement process, study the effect of grantor-grantee matters affecting the procurement process, and, have a practical understanding of requisitioning and ordering of supplies, equipment and services from GSA.

C-PRPM 170 Federal Small Purchasing Procedures/Federal Supply Schedule 1. sc-2; 2. L-1; 3. 2 cr; 4. new course, cost not available; 5. 1 yr

For those in purchasing work or who wish to enter field. Historical and legal background of Federal purchasing. Professional concepts in purchasing. Current legal requirements. Purchasing procedures from open market, Federal sources of supply, and purchasing techniques. Practical application of such requirements through the preparation of purchase documents. Case problems involving legal or administrative restrictions, or requiring application of purchasing principles.

C-PRPM 211 Proposal Evaluation, Selection, and Negotiation - 1. sc-2; 2. L-1; 3. 3 cr; 4. new course, cost not available; 5. 1 yr

Participants will learn to evaluate proposals, select contractors, and will participate in negotiations over Federal contracts.

This course covers the following: the decision to contract; the role of the contracting officer; competition; determination and findings; planning for the negotiation; work statement development; source evaluation board establishment; development of evaluation criteria; types of contracts; requests for proposal; source evaluation board report; the selection; establishing negotiation target; price analysis; audit input; negotiation techniques; contract formulation and

the contracting officer, the role of the government project monitor, the procurement process, competition, and procurement methods, formal advertising: the generic term, types of contracts, negotiated procurement: types, work statement preparation, the request for proposal, the 'competitive' negotiation package: source evaluation board appointment, determination of findings (contracting officer), source evaluation board appointment, source evaluation board deliberations: receipt of proposals, chairperson's responsibility, evaluation techniques, pricing considerations, oral discussions: best & final offers, questions, final scoring, the source evaluation board report, the selection, price and cost analysis, the negotiation, the Key Personnel clause: flexibility, importance in service contracts.

C-PRPM 225 Government Construction Contracts - 1. sc-2; 2. L-1; 3. 2 cr; 4. new course, cost not available; 5. 1 yr

Designed for Government and industry. Government contract law, with special emphasis on construction contracts. Principles of Government contract award and administration. Study of contract general and special provisions, administration of Davis-Bacon Act, Miller Act, and other laws pertaining to construction contracts. Special emphasis on socio-economic and environmental aspects. Handling of protests, disputes, claims, (changes, changed conditions, constructive changes, suspension of work), and price adjustments. Study of landmark cases in courts, with decisions of Appeal Boards and Comptroller General. Case problems.

C-PRPM 235 Research and Development Contracting - 1. sc-2; 2. L-1; 3. 3 cr; 4. new course, cost not available; 5. 1 yr

Basic course in procedures and policies of Federal Government in field of research and development contracts. Organization for research and development. Life cycle. Methods of contracting. Administration of contracts. Management of and rights in data. Cost and pricing. Consideration of some special problems in research and development. PREREQUISITES: No previous knowledge of or experience in government contracting necessary.

C-PRPM 303 ADP Procurement - 1. sc-2; 2. L-1; 3. 3 cr; 4. new course, cost not available; 5. 1 yr

The procurement of data processing equipment presents very different problems than the acquisition of most other articles. This course is designed to identify and present solutions to the problems that arise in the acquisitions process. This course covers the responsibilities of the General Services Administration (GSA) and of the agency in need of ADP equipment. It follows the procurement process from the identification of need for equipment to the award of a contract. As GSA has the procurement authority for data processing

most of the ten dollar words usually found in law books. This training will round out some of those square legal corners. On completion you will have a good working knowledge of contract law, and in addition; a foundation upon which to build a career. This will enable you to become a more valued member of the contracting team.

The contents of this course have been divided into 10 modules. Each module is separated into chapters dealing with areas which are interrelated to the main theme of each module: legal principles of Government contracts; methods of acquisition; legal restrictions on Government spending; legal requirements of the statement of work; modification of contracts; patents and technical data; labor provisions; contract clauses; remedies-contractor; and remedies-Government.

C-PRPM 370 Cost and Price Analysis - 1. sc-2; 2. L-16; 3. 3 cr; 4. new course cost not available; 5. 1 year

This course emphasizes the role of the Government contracting officer in the acquisition process; the material presented is of equal value to industry however, in that the buying problems and solutions encountered are similiar.

Quantitative tools to evaluate prices; understand negotiating procedure; negotiated purchases of the cost-reimbursable type; the contracting officer as the ultimate responsible person for pricing arrangement; role of the industrial seller; evaluation of uncertainties; discussion of contractor's accounting system; types of contracts; overview of the tools available for quantitative measurement in estimating costs; application of these tools in cost estimating forecasting, and cost models; analysis of direct and indirect costs; contract negotiations; cost accounting standards; special cost and price problems; cost and pricing in contract terminations.

C-PRPM 376 Contract Administration - 1. sc-2; 2. L-16; 3. 3 cr; 4. new course cost not available; 5. 1 year

This course concentrates on the phase of the procurement process which begins when a contract is awarded, and continues until the contract is terminated or the supplies or services are delivered, all aspects of the contract are completed, and the contract closed out.

The primary objective of this course is to introduce the student to the essential elements and basic functions of Government contract administration. It assumes the student has taken a basic procurement course, and has a reasonable understanding of procurement policy, statutes, regulations, contracts, and that phase of the procurement process referred to as contract placement. The course emphasizes the rights of the Government and contractor as parties to the

able adjustment; procedures for contractual disputes and claims; contract termination and closeout.

Property Management

C-PRPM 107 Introduction to Property Management - 1. sc-2; 2. L-12; 3. 3 cr; 4. $109.00; 5. 1 year

This course introduces participants to general property management concepts and procedures, as well as to two major sets of regulation: the Federal Property Management Regulation (FPMR) and the Federal Procurement Regulations (FPR). The relationship between these regulations and when each are followed will be explained. The responsibility of agencies and the General Services Administration (GSA) for implementing and complying with the regulations will be discussed. Attention will also be directed to Federal policies on supply, and to the management of contractor and grantee property.

Upon completion of this program, participants will understand property management policies and practices for agency management of inventory, equipment real property, and supply services; functions performed by the GSA, or by the individual agency; the records, forms, reports used in the management of Federal property; the coordination within an agency and the relationships between agencies (including the General Accounting Office, the Office of Management and Budget, the GSA and others) for managing property; procurement sources, programs, inspection, and quality control; storage, distribution, and the Federal Catalog System, Federal specifications and standards; emergency preparedness planning; and utilization and disposal of personal and real property.

C-PRPM 109 Inventory Management - 1. sc-2; 2. L-1; 3. 2 cr; 4. new course, cost not available; 5. 1 year

Principles and practices, with emphasis on ways and means to reduce supply operating costs, investment in inventories, and paperwork processing costs. Defining inventory management objectives. Application of financial management techniques. Methods of maintaining stock records. Stock replenishment systems and procedures. Criteria for stockage. Determining supply operational costs. Federal standard requisitioning and issue procedure. Procedures for conducting physical inventories. Supply management reporting. Opportunities for automation in inventory management.

Writing

803 Grammar Review for Students of English as a Second Language - 1. sc-1; 2. L-6; 3. no cr.; 4. $95.00; 5. 1 year

(Recommended as a beginner's course for all FS Nationals)

The purpose and scope of course: The general purpose is to provide students in the intermediate stage of language learning with an opportunity to review some basic English sentences and to learn some stylistic variations of sentences. It is expected that the assignments will help the student more with his/her written English than his/her spoken English; but if the student does the drills in the home study section orally before writing them out, he/she can make progress with spoken English as well. There is a great deal of sentence writing in the course, but the assignments to be submitted for correction all include guided and free composition work.

Since this is a short course of six assignments, it is not possible to cover all the basic essentials of English grammar, not to mention all of the possible stylistic variations. The students will cover types of statements, questions, and responses, adverbials, and adverbial, relative and noun clauses. Although there are no special sections on such problem areas as articles, prepositions, and two word verbs, the student will find some related material in the accompanying text. If he/she shows a decided weakness in one or more of these areas in his/her assignments, the instructor will point out the problem to him/her and make suggestions to help him/her overcome them.

X22 Grammar and Composition for Foreign Students - 1. sc-1; 2. L-20; 3. 4 cr; 4. $127.95; 5. 1 year

Intensive review of English grammar for the student with a foreign language background. The problems of expository composition. Not for beginning or intermediate students, but for students with fluency in English who are not yet ready to enter Freshman Composition and Literature X 2A.

C-ENGL 001 Refresher English - 1. sc-2; 2. L-14; 3. 3 cr; 4. $96.00; 5. 1 yr

The first lesson is a diagnostic pre-test to determine the appropriate placement in Refresher English I or Refresher English II. This course is by programmed instruction in the fundamentals of good English usage at the high school and college levels. Reading assignments and exercises to be submitted to the instructor cover grammar, sentence structure, and punctuation. Refresher English I includes understanding the sentence unit, using verbs correctly, choosing the right modifiers, learning to use commas, and other basic grammatical concepts. Based on programmed text ENGLISH 2600.

school and college levels. Reading assignments and exercises to be submitted to the instructor cover grammar, sentence structure, and punctuation. Refresher English II reviews the material in Refresher English I at a faster pace and deals with more advanced types of sentence construction and more sophisticated forms of expression. Included are lessons on compound sentences, dangling modifiers, parallelism, pronoun reference, and other grammatical concepts. Based on programmed text ENGLISH 3200.

C-WRIT 101 Better Letters - 1. sc-2; 2. L-6; 3. 1.5 cr; 4. $46.00; 5. 1 yr

A basic course in how to write more effective correspondence. Designed primarily for those who prepare or review correspondence. Also useful for all other letter writers. Adapted from a popular workshop course called "Plain Letters." Coaching and practice help students learn to use 17 rules for writing better letters. Assignments are based on the 4S formula for Shortness, Simplicity, Strength, and Sincerity. Communication skills are emphasized. Supplementary readings are suggested for students who wish to review the basic elements of good English usage.

C-WRIT 102 Writing for Government and Business - 1. sc-2; 2. L-14; 3. 3 cr; 4. $95.00; 5. 1 year

Explains all the important principles of good writing and how they can help anyone write better on the job. Reviews grammar, punctuation, spelling, word use, paragraphing, outlining, sentence structure, and how to write clearly, concisely, and briefly. Thoroughly discusses letter writing. All lessons require the student to complete exercises to be graded.

C-WRIT 201 Report Writing - 1. sc-2; 2. L-16; 3. 3 cr; 4. $95.00; 5. 1 year

Reviews elements of good English usage. Provides opportunities for practice in preparing various kinds of reports, including letters and memorandums. Emphasizes brief, clear, and informative writing directed to the needs of the reader. The final lesson is a term paper. PREREQUISITE: Working knowledge of the fundamentals of good English usage is essential. Students who do not meet this requirement should register in Refresher English I.

C-WRIT 501 Effective Writing for Professionals - 1. sc-2; 2. L-16; 3. 4.5 cr; 4. $143.00; 5. 1 year

A course designed primarily to help professionals improve their reports and journal articles. Study and application of the principles of good writing. Lessons cover the following topics: planning, outlining, and writing the technical report; achieving clarity, brevity, and precision; adding the professional touches of variety, emphasis, rhythm, and figures of speech; presenting data in tabular form; writing summaries and abstracts; giving oral

style, grammar, rhetoric, readability, organization, printing techniques, marking type, copyfitting, and proofreading; and considerations governing tables, charts, photographs, indexes, bibliographies, footnotes, and other parts of publication. Opportunity to apply principles through practical work in editing. Good knowledge of grammar essential.

C-EDIT 270 Printing, Layout and Design - 1. sc-2; 2. L-10; 3. 3 cr; 4. $106.00; 5. 1 year

Designed for those who plan, prepare, or procure the printing or duplicating of printed material: Books, pamphlets, posters, forms, and other matter. Printing processes and printing media. Composition. Book binding. Typography and design. Printing types. Illustrations, including photo-engraving process and photographs. Printing design, rough layouts, finished layouts, and methods of copyfitting. Printing for the government, including agency responsibility, Government Printing Office responsibility, and agency procedure for procuring printing. Other printing media, including silk screen, ozalid, varitype, cold-type process, and others. Regulations and specifications for style, printing, and binding. Actual practice of layout and design.

C-WRIT 350 Regulations Writing - 1. sc-2; 2. L-10; 3. 3 cr; 4. $104.00; 5. 1 yr

This course is designed to help program and administrative staffs in government agencies write and edit regulations using clear and concise English. The course will cover an understanding of the need for regulations, a brief history of the Federal Register, and the present trend toward writing regulations and other legal documents in clear and simple language; problems in writing regulations because of different backgrounds and interests brought to the process by attorneys, program specialists, writers, and others: differences in preparing administrative regulations for internal use and those regulations for publication in the Federal Register; principles of clear writing and application of these principles to writing regulations; and preparation of regulations and other material for publication in the Federal Register.

Each participant should have the GPO Style Manual. Various Federal Register materials will be provided as well as copies of instructions, regulations, and other similar materials from various Government agencies. Participants will also be asked to submit regulations from their agencies for use in assignments.

103 English Composition I - 1. sc-9; 2. L-17; 3. 4 cr; 4. $132.65; 5. 1 year

English composition stressing the sentence, the paragraph, and the organization of the various types of expression through reading discussion, and interpretation of selected pieces of literature. (Student will need access to cassette tape recorder with play and record facilities.)

the end of the quarter. PREREQUISITE: ENG 103 or equivalent.

WAR COLLEGE COURSES

The following courses are open only to Foreign Service Officers and require a very considerable amount of outside reading and research. They should not be undertaken unless the officer has at least four hours a week available for study time. Approximately three months are allowed for completion of each lesson. Courses/modules are on a graduate level, are subjective in nature since there are no "school solutions" to the exercises and problems posed, and require creative work. Each subject area is subdivided into courses or modules. Because of the nature of using a "building block approach," these courses/modules are to be taken in order. A Letter of Completion is issued upon successful completion of each course/module.

International Law - 1. sc-4; 2. L-3; 3. no cr; 4. no chg; 5. 1 yr; 6. 108 hrs

The International Law subject area aims at enhancing the officer's capability to make sound decisions involving the application of international legal principles. Upon completion of the subject area students should have acquired an understanding of basic principles of international law and a means of analyzing their applicability to areas of potential military operations. The International Law courses have been completely revised and are now primarily problem-oriented with emphasis on practical problems that may confront the naval commander.

Lessons:

IL-1 - INTERNATIONAL LAW FOR THE NAVAL COMMANDER: SEA CONTROL (36 hours).

This course considers problems of deployment from a U.S. port for relief of a naval communications station. It involves the law of the sea, air and space law, asylum, the law of armed conflict, and command responsibility. The "situation" is adapted from the one used in the Employment of Naval Forces ENF 4, Sea Control Study.

IL-2 - INTERNATIONAL LAW FOR THE NAVAL COMMANDER: PROJECTION (36 hours).

This course continues into problems of shore bombardment, blockade, mine warfare, air strikes, prisoners of war, occupation of foreign territory, and command responsibility. The problem situation has been adapted from the one used in the Employment of Naval Forces ENF 5, Projection Study.

IL-3 - INTERNATIONAL LAW FOR THE NAVAL COMMANDER: PEACETIME PROBLEMS IN INTERNATIONAL LAW (30 hours).

knowledge of international political processes. As international relations greatly influence policies of national security and subsequent national strategies, students of these courses may significantly enhance their professional qualifications.

Lessons

IR-1 - THE INTERNATIONAL SYSTEM: ITS ACTORS AND THEIR BEHAVIOR, AND THE ROLE OF POWER (30 hours).

A study of the fundamental concepts of the contemporary international system including the dynamic forces (such as economics, diplomacy and armaments) which affect the relations of nations.

IR-2 - MEDIATING FACTORS IN THE POLITICS OF POWER (21 hours).

A study of international organizations and international law in modern world politics and conflict resolution.

IR-3 - FOREIGN POLICY (30 hours).

A study of policy objectives of the U.S.S.R., the PRC and the developing nations as these relate to the future goals and challenges to the United States.

National Security Management - 1. sc-5; 2. L-4; 3. no cr; 4. no chg; 5. 12 to 15 months

The course is open to senior (major, lieutenant commander and above) officers of the Armed Services, and to Federal employees with rating GS-13, FSO/R-5 and above, and to civilian executives and members of professions.

The course is designed to impart knowledge and understanding of the economic and industrial aspects of national security and of the management of the Nation's resources under all conditions. Emphasis is on defense management and on the organizational structures, decision making processes, programs, and management tools employed in the use of the Nation's resources, including the resources required for national defense.

The course material is organized into four units of study. Each unit is presented in a series of separate textbooks. Each unit is administered and studied as one individual phase of the complete course.

The expected completion time for each unit is 90 days. Students who reside overseas are allowed 120 days to complete each unit because of the additional mailing time. On the average, about one year is needed for course completion.

Each student who attends [illegible] and satisfactorily completes the course will be awarded a Certificate of Completion.

Lessons

Unit 1

The national security structure, the environment of national security, the world in ferment, national urban problems, management: concepts and practice.

Unit 2

Elements of defense economics, human resources for national strength, natural and energy resources, the idustrial sector, transportation: the nation's life-lines, utilities: electricity, gas, telecommunications.

Unit 3

Economic policies for national strength, emergency economic stabilization, U.S. Foreign economic policy, defense organization and management, requirements for national defense, case studies in military systems analysis.

Unit 4

Defense military manpower, science and technology: vital national assets, production for defense, procurement, supply management, national aerospace programs.

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